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ABSTRACT

The vocational education satellite teleconference project accomplished two goals: (1) identified, acquired, copied, and distributed to the Illinois Vocational Curriculum Center 100 marketing or training videotapes for staff development and classroom use; and (2) provided from 15-25 variable time (1- to 3-hour) satellite teleconferences in four Illinois community college sites for vocational educators who are also business and industrial users. The five major components of the project were as follows: (1) "Meeting the Special Needs of the Disabled in Education and Sheltering Systems," broadcast on March 22, 1989; (2) "Robotics--Challenges in Motion Control, Planning, and Vision," broadcast on April 6, 1989; (3) "American Management Association's Second Annual Secretaries Briefing," broadcast on April 26, 1989; (4) "Concurrent Engineering of Product and Process--A New Challenge," broadcast on May 3, 1989; and (5) the publication of the Vocational Education Satellite Teleconference Guide. (Six conclusions and recommendations are included in this final report. Three appendices contain the following: (1) abstracts of the four teleconferences; (2) draft of the teleconference guide; and (3) abstracts of 53 archived videotapes, listing subject, reviewer, tape title, viewing time, source, intended level, and description.) (NLA)

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SATELLITE TELECONFERENCE FINAL REPORT

Elgin Community College
1700 Spartan Drive
Elgin, IL 60123

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VOCATIONAL EDUCATION PROGRAM
IMPROVEMENT SECTION

2. A. **FINAL REPORT ABSTRACT: This abstract should be written on a separate page and should summarize the major components of the project as they were accomplished. (Refer to Appendix L for a Final Report Abstract format.)**

FINAL REPORT ABSTRACT

Department of Adult, Vocational, and Technical Education Funding Agreement Number OT-I1-701

Project Director: James H. Resser, Dean

Funded Agency: Elgin Community College (ECC)

Location of Funded Agency: 1700 Spartan Drive
Elgin, IL 60123

Time Period Covered: July 1, 1988 through June 30, 1989

Goal(s) of the Project and Its Relevancy to Vocational Education:

1. To identify, acquire, copy, and distribute to the Illinois Vocational Curriculum Center 100 manufacturer and consultant marketing or training videotapes for staff development and classroom use. (Fiscal Year 1988)

2. To provide from 15-25 variable time (1- to 3-hour) satellite teleconferences in at least four Illinois community college sites for vocational educators including deans, instructors, administrators, and advisory committee members, who are also business and industrial users, by June 2, 1989.

Major Accomplishments of the Project: (This section should include information about participants served; numbers served; needs met; avenues of cooperation established; pre- and post-assessment data; recognition or awards received; services approved; other outcomes; and coordination with other projects.)

Goal No. 1 was met as stated in the Final Report dated September 4, 1988.

Goal No. 2: There were four satellite teleconferences shown at ECC and four participating schools in Illinois which were viewed by the manufacturing community and instructional personnel of the schools. There were a total of 137 participants at the 16 teleconferences which took place at multiple sites in Illinois.

2. A. FINAL REPORT ABSTRACT

This abstract summarizes the major components of the project.

(1) **"Meeting the Special Needs of the Disabled in Education and Sheltering Systems"**, broadcast on March 22, 1989, by the Emergency Education Network (EENET) sponsored by the Federal Emergency Management Agency's (FEMA) Office of Personnel and Equal Opportunity.

The FEMA presentations are geared towards disaster relief personnel which in Elgin is mainly the Fire Department. Coordinator Jowett contacted four other community colleges in an attempt to have them run the March 22 teleconference concurrently with Elgin Community College. The four colleges all have satellite receiving capabilities and had expressed a willingness and desire to participate in the teleconference under Elgin Community College's state grant.

All four of the colleges had prior commitments to run this teleconference on their own. Since this was a no-fee teleconference, the state grant did not entice them to participate with us.

We ran the teleconference alone and had no viewers. The main reason is we already had agreed to tape all FEMA broadcasts for the Elgin Fire Department so they could show them to their personnel at a time convenient to them. The flexibility of being able to view them at their convenience seems to be a high priority.

A one-page, two-sided flyer was printed up and 50 copies were taken to the fire chiefs for them to pass on to all Elgin station houses and surrounding communities. As stated earlier, no one showed up. We are now taping all FEMA broadcasts and distributing the tapes to the local communities with great success.

2. **"Robotics: Challenges in Motion Control, Planning, and Vision"**, sponsored by the Institute of Electrical and Electronics Engineers, Inc., (IEEE) in cooperation with the Learning Channel broadcast on April 6, 1989.

This teleconference was shown by Elgin Community College; Lewis and Clark Community College in Godfrey, IL; Parkland Community College in Champaign, IL; and Highland Community College in Freeport, IL.

Again, one-page, two-sided flyers were prepared for Elgin Community College with our name and a map of how to get to ECC. Flyers without a location name or map were printed by ECC and sent to the three other participating colleges for them to imprint their name and location and send out as invitations.

ECC sent out 460 flyers using a mailing list which included manufacturers in communities surrounding Elgin and in Elgin itself. IEEE had called ECC asking for permission to inform interested people in the Chicago area that ECC was running this teleconference free of charge. IEEE had been receiving calls asking where the "Robotics" teleconference was to be shown in the Chicago area. ECC was the only site.

We anticipated being deluged with attendees, but only two people showed up and they were from the same company. We have no idea why so few attended; those that did found it excellent.

Lewis and Clark had 10 attendees.
Parkland had 0 attendees.
Highland had 12 attendees.

(3) **"AMA's Second Annual Secretaries Briefing"** presented by the American Management Association (AMA) broadcast from the U.S. Chamber of Commerce in Washington, D.C. on April 26, 1989.

Participating schools were ECC, Parkland, Highland, and Lincoln Land College in Springfield, IL.

ECC printed 8 1/2" x 11" folded brochures for this teleconference and distributed them to ECC secretaries, secretarial instructors, a local secretaries organization, and the Elgin Chamber of Commerce. We did have seven secretaries attend, and they all enjoyed it.

The other participating schools had already printed up brochures and sent them out so there was no need for ECC to do the printing for them.

Elgin Community College had 7 attendees
Highland Community College had 0 attendees
Parkland had 6 attendees.
Lincoln Land had 0 attendees.
Lewis & Clark had 0 attendees.

(4) **"Concurrent Engineering of Product and Process: A New Challenge"**, sponsored by the Institute of Electrical and Electronics Engineers, Inc. (IEEE) in cooperation with The Learning Channel broadcast on May 3, 1989.

Participating schools were Elgin Community College, Lewis and Clark, Parkland, and Highland.

Again, a one-page, two-sided flyer was prepared with Elgin Community College information on it and a generic one for the other schools.

After the "Robotics teleconference's lack of attendance using the mailing list available to ECC, we were in a quandary as to how to go about increasing attendance. Motorola (in nearby Schaumburg) was contacted and demonstrated an interest in sending people to view this one. Copies of the ECC flyer were sent to Motorola and we had an attendance of nine people--several from Motorola. They were all impressed with our facilities and the teleconference itself. They also indicated an interest in attending future IEEE teleconferences and other teleconferences that pertain to electrical engineering or other aspects of engineering.

This teleconference was the most successful from a standpoint of attendance at other schools.

Lewis and Clark had 70 attendees.
Parkland had 0 attendees.
Highland had 22 attendees.

Other than timely content of the teleconference in dealing with coordination of design engineering, process engineering production, and marketing support, we are not sure why the draw was better. It was promoted in the same way as the one on robotics, which had meager attendance. They were aired on the same day of the week and at the same time.

(5) A Vocational Education Satellite Teleconference Guide is presently being written (at Elgin Community College's expense) that will be approved by Sandy Mercer, ISBE, before being printed (once again, at ECC's expense because the deadline has passed), and will be mailed and distributed to all of the Illinois Community College Career Deans, as well as 400 copies sent on to ISBE for distribution. We anticipate the printing will be completed by the end of August, and mailing distribution shortly thereafter.

2. B. **EXPENDITURE OF FUNDS: Give reason(s) for any discrepancy between the Illinois State Board of Education/Department of Adult, Vocational and Technical Funding Agreement amount of actual expenditures reported.**

EXPENDITURE OF FUNDS:

Elgin Community College will be returning the remaining $23,177 balance of this year's grant allocation. There are **?** reasons why these funds were not completely spent:

1. When this grant was originally written, there was no way to anticipate the problems that the Columbia Shuttle Disaster would create with communication satellites. Since the shuttle disaster and the later two rocket disasters at NASA, there have been no teleconferencing satellites replaced in the last four years. Since teleconferencing satellites only last 3-5 years, this translates into very few teleconferences being given

because of added cost and limited satellite transponder time available. With limited funding, most vocational-related activities could not afford to do the types of activities they had planned. Most of the activities that are on the airways are for elementary and secondary education audiences, or not related to Vocational Education. Simply stated, there **WERE** no teleconferences we could justify spending the money on.

2. The IEEE teleconferences are very expensive--4 at $800 each--and would have run up quite an expense with multiple sites, but when the attendance was so poor at all four sites, we contacted IEEE and demanded rather than a total site charge that we be billed on a per-attendee charge. IEEE readily admitted that attendance at these teleconferences was poor, and that they would refund most of our funds and charge us only for the attendees.

3. Most of the printing and postage costs were covered by ECC as an educational expense of participating in the grant. Inter-departmental billing of grant-related services like postage and in-school printing are very difficult to invoice.

4. Office, office equipment, phone, and computer equipment were provided for the grant office by Elgin Community College at no expense.

5. Teleconferencing coordinator salary was not all used because of limited availability of part-time people interested in this type of marketing, wages, and once you hired, trained someone, they would quit and move on to a job with more pay. We hired three individuals, one left before the grant started, and the other two were excellent but were with us less than a year.

2. C. **PAID PARTICIPANTS IN THE ACTIVITY**

(1) **Name and Address**

Mr. Robert A. Jowett
891 Carl Avenue
Elgin, IL 60120

(2) **Position or Job Title:** Satellite Teleconference Grant Coordinator

(3) **Name of Agency or Institution:** Elgin Community College

(4) **Background:** 11 years experience in marketing support

(1) **Name and Address**

Mr. Patrick Sconzert
112 South Porter
Elgin, IL 60120

(2) **Position or Job Title:** Satellite Teleconference Grant Coordinator

(3) **Name of Agency or Institution:** Elgin Community College

(4) **Background:** Video and electronic technician

2. D. **RESOURCE LISTING:**

(1) **Material Resources: An itemized list of all the resources and instructional materials purchased for the project should be provided. These materials are considered to be the property of the Illinois State Board of Education and are to be delivered to the Department of Adult, Vocational, and Technical Education at the end of the project's funding.**

No materials were purchased, only licensing fees for the following teleconferences:

"First Annual Secretaries Briefing"	Oklahoma State University 105 WH Stillwater, OK 74078
"Desktop Publishing"	NUTN Central Office Oklahoma State University 332 Student Union Stillwater, OK 74078-0653

"Solid State Lasers"	NUTN Central Office Oklahoma State University 332 Student Union Stillwater, OK 74078-0653
"Residential Fire Safety & Education"	International Society of Fire Service Instructors 30 Main Street Ashland, MA 01721
"Robotics: Challenges in Motion Control, Planning, & Vision"	The Learning Channel 1525 Wilson Blvd., Suite 550 Rosslyn, VA 22209
"Second Annual Secretaries Briefing"	Public Service Satellite Consortium 600 Maryland Ave., SW Suite 220 Washington, D.C. 20090-0722
"Concurrent Engineering of Product and Process"	The Learning Channel P. O. Box 90722 Washington, D.C. 20090-0722

(2) **Human Resources: An itemized list of all the individuals who were not paid, but who contributed to the project, e.g., advisory council members, guest speakers, task force committee members, etc., should be provided. Please list (a) Name(s), (b) Position or Title, and (c) Contribution to the Project.**

Floyd Dean
Director of Center for Business and Industry
Lewis and Clark Community College
Participated in two teleconferences

Bev Kieffer
Director of Workshops and Special Events
Parkland Community College
Participated in three teleconferences

Mike Davis
Director of Learning Resources
Lincoln Land Community College
Participated in one teleconference

2. E. **MAJOR ACCOMPLISHMENTS AND SIGNIFICANT FINDINGS OF THE PROJECT**

(1) **List approved project goal(s) and objectives and provide a description of the major results, benefits, and accomplishments which led toward the attainment of the goal(s) and objectives.**

Goal No. 1: This goal was reached and reported in the final report of September 4, 1988.

Goal No. 2: A total of four teleconferences were presented with four other community colleges participating simultaneously. A listing and summary of the teleconferences can be found in **Appendix A: Teleconferences**.

(2) **Product Abstract:** Include a product abstract for each major product of the project. See **Appendix A: Teleconferences** and **Appendix B: Videotape Abstracts of Final Report**, dated September 4, 1988.

(3) **Major Dissemination Activities Summary(ies):** Not applicable.

(4) **Staff Development: (Any in-service training for teachers, supervisors, or any other activities of a professional nature for project staff should be described.)** Not Applicable.

(5) **Publicity: All newspaper or journal articles concerning the project must be described and a copy attached. All visits to the project site by individuals from other organizations must be listed.** Not applicable.

2. F. **PROBLEMS: Any departures, including those in timing, from the original project plan must be described and special problems encountered must be detailed.** See above comments within Final Report Abstract, Section 2A[8] and 2E [Goal No. 2].

2. G. **Summations of Any Evaluation Data Collected:** Evaluations collected from the audience participants were excellent when the content of the teleconference was on an appropriate level. The IEEE **"Robotics"** teleconference was at a level too high for the participating engineers at ECC and the other schools. All other evaluations were excellent, including the ones from the IEEE **"Concurrent Engineering"** teleconference.

2. H. Statement of Impact: The Final Report must provide an update/revision of the last Progress Report's Statement of Impact. In addition, any evidence of impact, as perceived by the project staff, should be reported, including direct, indirect,

intended, or unintended consequences. Examples of evidence include evaluations of products or workshops, feedback from advisory groups, teachers, or students, or observations of consequence by project staff.)

2. I. **CONCLUSIONS AND RECOMMENDATIONS: (Concerning this activity, list conclusions and recommendations and suggestions for possible future activities of a similar nature. Also include recommendations for post-funding dissemination of primary outputs--who and how.)**

(1) Develop a network to act as a clearinghouse for gathering dates and times of upcoming teleconferences and getting that information to educators in a timely manner. Staff has to have lead time to participate. The only one to give a year's schedule was IEEE. One month is not enough.

(2) Find a way to preview the activity to be aware of the level of content, how well it is done and presented, and what support (computers, hardware, copies, etc.) would enhance the teleconference.

(3) Provide the viewing sites with the ability to record the teleconferences, review them, and then, if appropriate, create a panel of guests to speak and support the teleconference at a later date.

(4) Develop mailing lists for different areas of the state separating the area's manufacturers according to their areas of interest, such as electronic design, electronic part manufacturing, tool design, tool manufacturing, etc. This would enable more timely dissemination of information concerning the date and time of an upcoming teleconference to prospective viewers.

(5) Provide a library of recorded teleconferences which local communities could check out and use when the time is right. Educators need to be able to show these materials when the time is right in their classes.

(6) Fund our DAVTE clearinghouse at Sangamon State to license these teleconferences for all of us across the state so we could all benefit at a reduced cost.

APPENDIX A

TELECONFERENCES

TELECONFERENCE ABSTRACTS

1. **"Meeting the Special Needs of the Disabled in Education and Sheltering Systems"**, broadcast on March 22, 1989, by the Emergency Education Network (EENET) sponsored by the Federal Emergency Management Agency's (FEMA) Office of Personnel and Equal Opportunity.

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APPENDIX B

DRAFT OF TELECONFERENCE GUIDE

VOCATIONAL EDUCATION SATELLITE TELECONFERENCE GUIDE

Teleconferencing is:

- a satellite delivered system
- an efficient, effective way to convey information
- capable of two-way interaction
- a means of flexible conference planning
- an opportunity to develop a vocational/technical library easily accessible via videotapes

This Teleconference Guide was prepared as a resource to aid in offering Teleconferences as a means of enhancing the dissemination of information on specific subjects to specific audiences in a timely, effective manner.

The project from which this data was collected occurred over a one-year time span through the auspices of The Model Elgin Community College High Technology Teleconference Center, whose objective was to utilize high tech equipment for the delivery of vocational educational programming via satellite through the State of Illinois. Additionally, the project was to provide the Illinois Vocational Curriculum Center of Sangamon State University with a seed library of training and vocational videotapes for staff development and classroom use. The grant provided $40,000 for the one year project, running from June 1988 through June 1989.

By Spring of 1989 the Space Shuttle Challenger disaster had limited the number of available satellites and was not replaced, thus limiting the number of occupational conferences that could be scheduled. As a result, $25,000 of grant funds were returned to the State of Illinois. Teleconferences offered under this grant also had to be done so on a nonprofit basis. Many local community agencies indicated their interest in becoming a sponsor of specific teleconferences but had to be refused because they wanted to use the conferences as fund raisers for their organizations.

TELECONFERENCE LOGISTICS:

The basis for success in any endeavor is planning and commitment. The first commitment required is that of the institution's Board of Trustees and administration. The concept of learning by TV in academic settings evokes many impressions and emotions. The technical knowledge required to facilitate such a conference is often beyond that of the average person. Therefore, we need to learn about the potentials inherent in the investment and use of high tech equipment and personnel, as well as about the pitfalls.

Some questions that should be asked:

- Where will programming originate?
- Who will be the audience?

- How can they be identified?
- How will publicity be dispersed?
- How much will equipment cost? Personnel? Facilities?
- What other internal departments will be involved?
- What will this do for the college?

The first consideration is exploring with the Director of the Audio-Visual Department as to what equipment and personnel they have or will need to "down link" teleconferences from the satellite. Very few institutions have the means to achieve an "up link," but with satellite dishes becoming more reasonable in cost and smaller in size, about half of the colleges have invested in down link capabilities.

The audio-visual department will need to have equipment designed to receive the signal sent by satellite, and a rear-projection big screen TV in an auditorium setting is ideal. However, the size of the facility will dictate the need. Large settings will find the additional use of strategically placed 25" TV monitors will enhance viewing and hearing. Small facilities will only need several TV monitors with adequate seating and lighting.

If the receiving institution plans to offer teleconferences in a tape delayed format, the A-V department must also have the personnel and equipment capable of taping, duplicating, and distributing copies of videotaped conferences.

Minimal equipment needed for live delivery of teleconferences:

Minimal equipment needed for delayed delivery of teleconferences:

Most institutions have a Department of Information and some have small business programs where mailing lists can be secured which identify target groups for special mailings on specific subjects. Seek their expertise in use of existing mailing lists, development of new mailing lists, writing promotional brochures, news releases and perhaps even conducting a needs/interest survey of the community and businesses.

Follow institutional guidelines for reservation and use of such areas as auditoriums, conference rooms, board rooms, and food service. Reservations for space usage are necessary and advisable. Conferences lasting over two hours will have a scheduled intermission, and refreshments during this time are always appreciated by attendees. Breakout rooms for small group discussions are also highly recommended when the conference attendance is large. During large conferences in large facilities, smaller TV monitors placed around the room often provide a clearer, concise picture than a big screen projection.

TELECONFERENCE RESOURCES:

Questions to ask:

- Who provides live teleconferences?
- How do you determine their usefulness?
- How much do they cost?
- Can they be videotaped?
- How are copyright laws involved?

Once the determination has been made as to whether your institution can handle a teleconference from the technical equipment standpoint, the above questions need to be addressed.

There are many sources whose primary service is that of supplying teleconferences by up-linking to a satellite which can then be accessed by down-linking to a receiving site system. They are national in their focus and solicit contracts from private businesses, public service agencies, community government agencies, as well as educational institutions.

There are two areas to consider: Contracted teleconferences and public domain information. The public domain material is just what it implies: public domain and available for the asking or taking. No fees involved, no contracts. You need only the source of contact. Federally funded public domain material is available through _____.

Private organizations are in the business to make money, and therefore require a contractual arrangement involving a fee structure. Many of these companies charge a flat fee which may be construed as a yearly membership fee, with an additional cost per attendee added on depending on the subject being offered. Otherwise, the contract can be on a conference by conference basis and the fee charged may be higher. Consideration should be given to how many conferences will be offered in a year (assuming information is available as to early scheduling of teleconferences) and the decision to "become a subscriber" to the service versus one-at-a-time conference be made on a cost effective basis.

The "down link" signal is often scrambled to prevent pirating, but those who contract for the conference are given special directions or codes to unscramble their reception and receive transmission. Companies who offer teleconferences are happy to provide contractual information. A publication by subscription such as _____ is available which lists on a monthly basis, what is available, times and satellites utilized. See Appendix ___ for listing.

Membership in a consortium usually offers a lower fee structure to its members, as well as providing a cooperative effort on the part of several members to co-sponsor teleconferences that appear very attractive to a large audience. A good example is NILRC (Northern Illinois Learning Resource Cooperative).

Predetermination of conference content is a crucial element to successful teleconferences. The Elgin project experienced some difficulty in securing sufficient data concerning the subject and

content level and thus were hampered in identifying target audiences. Some conferences appeared to be haphazard in their organization, presenters were unprepared, and often the subject being discussed was either too elementary or too technical for the audience present. All these factors leave a bad impression and affect future conference attendance.

When possible, secure any and all preprinted brochures/advance publicity about the conference, at **LEAST ONE MONTH IN ADVANCE**. An excellent example is the IEEE (Illinois Electronic Electrical Engineers) who publish a conference schedule **one year in advance**, as well as offer discounts to receiving sites who contract for multiple conferences during the year. Trying to present a teleconference with no advance publicity is next to impossible and often a signal of poor planning for the conference itself. Let the buyer beware!

Conferences designed for the high school market have to deal with sufficient lead time for school administrators to schedule bus transportation, permission slips, substitute teachers, and altered student schedules.

Know your audience as well as the subject being presented.

COPYRIGHT QUESTIONS:

The question of copyright and ownership is crucial and should always be given serious consideration and attention. Obviously, materials in public domain are not affected by the copyright laws. **EVERYTHING ELSE IS!** Corporations with whom you contract for receiving teleconferences have the right to grant or deny videotaping of the conference. Individual presenters under the employment of these companies also have the right to refuse further use of their portion of the teleconference materials. It is prudent to discuss **AND SECURE IN WRITING** permission to videotape and use the teleconference for any other purpose. A sample contractual form can be found in Appendix _____. In large organizations it is sometimes difficult to locate the individual who has the authority to grant such permission and verbal agreements should not be considered adequate. Often written agreements are promised but never delivered. Clear the rights to use recorded teleconference videotapes before scheduling their use in any other capacity, whether it be a tape delayed conference or classroom supplement. Flexibility for use as a supplement to classroom instruction is generally more easily secured than a stand alone conference. However, a negotiating posture where the originators can realize additional financial gain is a good approach. Those who provide the best service are eventually identified and the benefits to all concerned by using these companies become evident.

CONFERENCE PLANNING:

Essentially, there are two possibilities for teleconference presentations. The most common is held "live" with audiences gathered across the U.S., viewing TV reception from a satellite. The presenters may or may not all be assembled in the same location. A telephone hotline is setup for conference attendees to submit questions to the presenters sometime during the conference, with presenters responding live to all those watching on TV.

Additionally, the phone system functions best when located outside the conference facilities, rather than directly in the room where it tends to distract other attendees. Also the voice quality is affected by the TV reception and feedback can occur when the phone originates in the same room. The Elgin project experienced extreme difficulty in getting a call through to the presenters due to the large number of viewing sites across the country.

The second usage is by videotaping the conference as it is received, and showing the tapes at a later date, without benefit of the telephone connection.
Securing the rights to rebroadcast a conference in this format is essential.

Advantages: The time delay can be adjusted to suit the schedule of attendees more adequately. A good example is that of fire science personnel. A union contract prohibited wages to be paid when the employee is absent from the job site. Therefore, employees were not interested in attending on their own time and not being paid regular wages. By offering the conference videotapes to view later in the fire houses on their own time, it provided them with informative materials and without disturbance to their emergency situations, as videotapes can always be stopped and started again later. Also, the Elgin project experienced low interest in conferences offered during the evenings and on Saturday, again an issue of attending on personal time.

Disadvantage: No live interaction by telephone.

Other factors affecting attendance: Day of the week (Monday may be low because of coming off the weekend; Friday may be low because of going into the weekend), time of day, is it over lunchtime or late in the afternoon? Conferences lasting longer than two hours should have a scheduled break built in. It is always nice to have refreshments at this time, no matter what time of day.

Develop a time line for the entire conference planning.

Example: One month in advance:

1. Contract for conference
2. Reserve facilities and contact affected internal departments such as A-V
3. Telephone hookup
4. Design and print conference brochure
5. Send first mailing to target audience with ALL information including cost and road map.
6. Arrange for internal clerical support before, during and after conference.
7. Designate moderator of conference
8. Submit request for official greeter such as president of college (they are busy people)

Three weeks in advance:

1. Prepare printing needs for conference day program, bios, map of facilities, evaluation form, resource list.

7. Designate moderator of conference
8. Submit request for official greeter such as president of college (they are busy people)

Three weeks in advance:

1. Prepare printing needs for conference day program, bios, map of facilities, evaluation form, resource list.

Two weeks in advance:

1. Check with organization providing satellite feed as to any changes in transmission schedule
2. Check on advanced registrations
3. If necessary, mail second reminder.

One week in advance:

1. Check again on advanced registration.
2. If too low, make personal phone calls to companies expected to attend

Conference Day:

1. Before conference hour, check signal of satellite, and resolve any problems with transmission, sound quality, etc.
2. Peruse the physical arrangements: staff to operate the lighting, registration, coffee setup, directional signs, notify switchboard.

Conference folder contents:

Provide bios on the organization providing the conference, a profile of each presenter's background, a resource list, and a map of the premises as to restrooms and telephones. Capitalize on this exposure to acquaint the attendee with your organization and what it has to offer.

Post-Conference Activities:

Prepare and mail letter to participants and reinforce your desire to assist them in offering future appropriate conferences.

Assess the data contributed through the evaluation form and prepare a concise report on outcome of the conference. Share this report with appropriate administrators and develop office file for future references.

Prepare letters to companies who did NOT attend, using this opportunity to share outcome and peak interest in future conferences. If the videotapes are available for reuse, ask to schedule an

appointment and discuss the special usage arrangements available.

Provide feedback to organization providing the teleconference service.

FUTURE ISSUES REGARDING TELECONFERENCING:

Out of the Elgin project came several points for future consideration:

1. There is a great need to provide licensing sites with pre-conference information, not only schedules, but more succinct information on content and level of date to be presented.

2. There is also a great need to centralize the dissemination of information, and to do it in a timely manner so as to allow for better planning at host sites.

3. Over one-half of the colleges in Illinois do not have "downlink" capabilities, and it would be impractical to focus solely on live conferences. The lack of adequate question/answer periods by telephone also point to higher use of videotaped conferences to better serve more distribution to licensed sites.

4. It would also be practical for an Illinois consortium, such as NILRC, to purchase and disseminate all vocational/occupational programming. Storage at one site, checks on tape quality, labeling, cataloging by subject and company, and storage as well as a uniform system for terms of use and accessibility, are all much needed.

5. The development of an advisory committee to develop a state network such as that provided high schools through NASA, would provide long range direction. In time, those companies/organizations providing outstanding teleconferences could be recognized through a special award.

The Elgin project was considered successful. There is tremendous potential for use of satellite delivery above and beyond teleconferences. The use of this system to prepare for state licensing exams is one example. It is hoped that additional brainstorming will occur at high levels which could provide the impetus for future use of this medium in the dissemination of information.

APPENDIX C

ABSTRACT OF ALL THE ARCHIVED VIDEOTAPES

Subject Material: Fire Science

Video Reviewer: P. Sconzert

Tape Title: Innovations in Firefighter Protective Clothing for Structural Fires and Chemical Incidents

Viewing Time: 180 min

Tape Source: EENET-Federal Emergency Management Agency
Address: National Emergency Training Center
Emmitsburg, MD. 21727
(written transcript available for $4.00)

Intended Level: Mid level

Original air date 10/16/85 Videoconference covers these topics: the USFA's role in developing protective equipment, project FIRES field test in New York City, Thermal Protective Properties (TPP) testing, NFPA technical committee standards for protective clothing, and new materials development. Also mentioned are the USFA and Coast Guard's HazMat suit developments and FEMA's role in hazardous materials planning and response.

Subject Material: Fire Science

Video Reviewer: P. Sconzert

Tape Title: Fire Department Management: Getting to Excellence

Viewing Time: 180 min

Tape Source: EENET-Federal Emergency Management Agency
Address: National Emergency Training Center
Emmitsburg, MD. 21727
(written transcript available for $4.00)

Intended Level: Mid level

Original air date 11/13/85 Videoconference is structured around the book "In Search of Excellence -Lessons From America's Best Run Companies" By Thomas J. Peters and Robert H. Waterman. By showing the principals of excellence in private enterprise and offers suggestions for changes improving fire department effectiveness, establishing greater public support and better communication between all levels of fire service.

Subject Material: Fire Science

Video Reviewer: P. Sconzert

Tape Title: Arson Investigation: Legal Considerations

Viewing Time: 180 min

Tape Source: EENET-Federal Emergency Management Agency
Address: National Emergency Training Center
Emmitsburg, MD. 21727
(written transcript available for $4.00)

Intended Level: Mid level

Original air date 12/11/85 Videoconference stressing better communications and teamwork in arson investigation. Criminal aspects are discussed including the roles of the prosecuting attorney, of the fire investigator, and the defense attorney in an arson trial. Other topics include discussions with a representative of the American Bar Association on the preparation of civil cases. The USFA's Arson Information Management System (AIMS), the Arson Resource Directory and other informational materials are demonstrated.

Subject Material: Fire Science

Video Reviewer: P. Sconzert

Tape Title: Public Fire Safety and Burn Prevention Education--
-A Creative Approach

Viewing Time: 180 min

Tape Source: EENET-Federal Emergency Management Agency
Address: National Emergency Training Center
Emmitsburg, MD. 21727
(written transcript available for $4.00)

Intended Level: Mid level

Original air date 2/12/86 Videoconference sets out to modify behavior and to change attitudes--our nation has the worst fire problem of any civilizied nation in the world. Increased fire education and public awareness are acutely needed. Facts listing causes of fires and causes of fatalities are covered and creative ways of "selling" Americans on safety.

Subject Material: Fire Science

Video Reviewer: P. Sconzert

Tape Title: From Buckets and Hoselines to Residential Sprinklers

Viewing Time: 180 min

Tape Source: EENET-Federal Emergency Management Agency
Address: National Emergency Training Center
Emmitsburg, MD. 21727
(written transcript available for $4.00)

Intended Level: Mid level

Original air date 3/12/86 Videoconference covers the history of sprinkler systems, the testing and development of residential fire sprinklers, and sprinkler applications. This program also discusses the USFA's role and the impact of fire sprinklers on the fire service and the firefighter.

Subject Material: Fire Science

Video Reviewer: P. Sconzert

Tape Title: Liquified Compressed Gas: Prescription for a B.L.E.V.E --Part 1

Viewing Time: 270 min

Tape Source: EENET-Federal Emergency Management Agency
Address: National Emergency Training Center
Emmitsburg, MD. 21727
(written transcript available for $4.00)

Intended Level: Mid level

Original air date 9/5/86 Videoconference covers hazards of liquified compressed gasses and also provides definitions of their properties. The dangers of immediate release or B.L.E.V.E (Boiling Liquid Expanding Vapor Explosions) are discussed as well as the effects of ambient temperature and the direct relationship to pressure. Definitions of terms like expansion ratio, boiling point, vapor density, critical temperature, critical pressure are mentioned. Examples of case studies, safe removal procedures from a damaged container, and tactics and stategy for an incident are covered.

Subject Material: Fire Science

Video Reviewer: P. Sconzert

Tape Title: Emergency Exercises --Getting Involved in Community Preparedness

Viewing Time: 270 min

Tape Source: EENET-Federal Emergency Management Agency
Address: National Emergency Training Center
Emmitsburg, MD. 21727
(written transcript available for $4.00)

Intended Level: Mid level

Original air date 12/11/86 Videoconference has the goal of establishing and maintaining a credible emergency management capacity nationwide. This is best acomplished by simulating the anticipated response to emergencies and to compare the results with management expections...plans on paper are just not enough! Experts will show how to plan, conduct, and evaluate your local emergency exercise programs. While providing this forum for local discussion, four types of sample exercises are illustrated, showing that these exercises are manageable.

Subject Material: Fire Science

Video Reviewer: P. Sconzert

Tape Title: Handling the Radiation Accident Victim in the Hospital Emergency Department

Viewing Time: 270 min

Tape Source: EENET-Federal Emergency Management Agency
Address: National Emergency Training Center
Emmitsburg, MD. 21727
(written transcript available for $4.00)

Intended Level: Mid level

Original air date 12/17/86 Videoconference sets out to aquaint emergency personnel with the procedures needed in dealing with accidents involving radioactive materials. Covered are external irradiation and internal contamination. First priority is still rescue and care of victim, but protective actions are needed to minimize exposure. Guide factors include length of time exposed, distance from source, amount of shielding, and the quantity of radiation. Three case studies are also shown.

Subject Material: Fire Science

Video Reviewer: P. Sconzert

Tape Title: The National Flood Insurance Program ...Today

Viewing Time: 270 min

Tape Source: EENET-Federal Emergency Management Agency
Address: National Emergency Training Center
Emmitsburg, MD. 21727
(written transcript available for $4.00)

Intended Level: Mid level

Original air date 1/21/87 Videoconference sets out to increase the awareness of options available and to create a better understanding of the National Flood Insurance Program. The program has a historical overview of the N.F.I.P. and covers such topics as how rates are established, how ratings are changed, section 1316, and what happens during the flood and what happens when the waters recede.

Subject Material: Fire Science

Video Reviewer: P. Sconzert

Tape Title: Stress Management and Physical Fitness for Firefighters: Taking Care of Number One

Viewing Time: 270 min

Tape Source: EENET-Federal Emergency Management Agency
Address: National Emergency Training Center
Emmitsburg, MD. 21727
(written transcript available for $4.00)

Intended Level: Mid level

Original air date 2/25/87 Videoconference covers the principals of physical fitness and how the relate to firefighter activities, including cardiorespiratory fitness, musculoskeletal fitness, flexibility, and body composition as well as physical and psychological stress. Data showing that a firefighter is one-third less efficient while wearing breathing appratus due to excess weight are also discussed.

Subject Material: Fire Science

Video Reviewer: P. Sconzert

Tape Title: National Emergency Preparedness: Every American's Responsibility

Viewing Time: 270 min

Tape Source: EENET-Federal Emergency Management Agency
Address: National Emergency Training Center
Emmitsburg, MD. 21727
(written transcript available for $4.00)

Intended Level: Mid level

Original air date 5/20/87 Videoconference encourages the volunteer spirit and the structures through which people volunteer. Volunteerism is a legitimate area of public policy and government must play a role in supporting it. With business, industry and the private sector all working together, our country will be prepared for any emergency. Topics also include recruiting, training, and managing volunteers, a memorandum of the understanding between FEMA and the American Red Cross, and a look at volunteerism in America today.

Subject Material: Fire Science

Video Reviewer: P. Sconzert

Tape Title: The Incident Command System: Professionalism in in Managing Emergencies

Viewing Time: 270 min

Tape Source: EENET-Federal Emergency Management Agency
Address: National Emergency Training Center
Emmitsburg, MD. 21727
(written transcript available for $4.00)

Intended Level: Mid level

Original air date 6/17/87 Videoconference seeks to increase the awareness and utilization of structured emergency management systems and to highlight the basics of Incident Command Systems and shows actual case studies including the 1983 Salt Lake City flood, the 1987 Amtrak train crash in Chase, MD., and how ICS works for the Kanas City, MO. police Department.

Subject Material: Fire Science

Video Reviewer: P. Sconzert

Tape Title: Natural Hazards: Mechanics and Impact

Viewing Time: 270 min

Tape Source: EENET-Federal Emergency Management Agency
Address: National Emergency Training Center
Emmitsburg, MD. 21727
(written transcript available for $4.00)

Intended Level: Mid level

Original air date 7/15/87 Videoconference seeks to increase the awareness and preparedness in dealing with natural disasters (especially in rural areas). It examines the meteorological and geological makeup of floods, earthquakes, hurricanes and tornados and the long, complicated recovery phases. Lessons learned from past experiences are discussed and what can be done before a disaster strikes.

Subject Material: Fire Science

Video Reviewer: P. Sconzert

Tape Title: Information Management: Avoiding the Disaster

Viewing Time: 270 min

Tape Source: EENET-Federal Emergency Management Agency
Address: National Emergency Training Center
Emmitsburg, MD. 21727
(written transcript available for $4.00)

Intended Level: Mid level

Original air date 8/19/87 Videoconference shows the strategic planning and development, the necessary policies and procedures for implementing a successful information system and the pitfalls to be avoided. New hardware and software are only one phase, questions such as how, when, where and why need to be answered before an information system is set up. Also features a live demonstration of CAMEO, the Computer Aided Management Emergency Operations system.

Subject Material: Fire Science

Video Reviewer: P. Sconzert

Tape Title: Meeting the Emergency Needs of People Who Are Disabled or Elderly

Viewing Time: 270 min

Tape Source: EENET-Federal Emergency Management Agency
Address: National Emergency Training Center
Emmitsburg, MD. 21727
(written transcript available for $4.00)

Intended Level: Mid level

Original air date 9/19/87 Videoconference focuses on the fact that the elderly and disabled are more vulnerable than the general public during and after an emergency. Meeting the unique needs of the handicapped requires advance preparedness in times of emergency. Other topics include dealing with the aftermath of earthquakes, high rise building evacuations and examples of public service spots such as "Stop-Drop & Roll" and "Silent Response" (emergency communication with the deaf and hearing impaired).

Subject Material: Fire Science

Video Reviewer: P. Sconzert

Tape Title: A National Teleconference on Residential Fire Safety and Education

Viewing Time: 190 min

Tape Source: International Society of Fire Service Instructors
Address: 20 Main St.
Ashland, Ma. 01721

Intended Level: Mid level

Original air date 2/22/88 Videoconference broken into the following segments:
1) About residential fire safety in general and the impact on the public.
2) The behaviorial aspects of residential fire safety with segments on children, elderly, handicapped inner city and rural dwellers.
3) Devices and systems affecting residential fire safety with segments on extinguishers, smoke detectors and residential sprinklers.
4) Educational resources - what they are and where you can find them.
5) A statewide fire drill
Question and answer sessions (10 min each) between segments.

Subject Material: Fire Science

Video Reviewer: P. Sconzert

Tape Title: Arson Investigation: A Practical Approach

Viewing Time: 270 min

Tape Source: EENET-Federal Emergency Management Agency
Address: National Emergency Training Center
Emmitsburg, MD. 21727
(written transcript available for $4.00)

Intended Level: Mid level

Original air date 3/30/88 Videoconference focuses on methods of "on the scene" fire investigation and offers specific methods of observing, recording,and determining fire origins as well as insights into the "firesetter". Features a panel discussion regarding the most common errors: why people make mistakes in analysis of fire origins.

Subject Material: Fire Science

Video Reviewer: P. Sconzert

Tape Title: Introduction to Hazardous Materials

Viewing Time: 16 hrs

Tape Source: EENET-Federal Emergency Management Agency
Address: National Emergency Training Center
Emmitsburg, MD. 21727
(written transcript available for $4.00)

Intended Level: Mid level

Original air date 4/26/87 and 4/27/87 Videocourse on hazardous materials covers classes of explosives, DOT clasifications, compressed gasses, oxidizers, flamable solids, flamable and combustable liquids. Ways to identify hazardous materials and placard requirements are discussed. (This tape series is reduced to about 13 hrs due to removal of the scheduled breaks and also due to satellite reception problems on the second day)

Subject Material: CAM

Video Reviewer: J. Gondek

Tape Title: KC910 inserts

Viewing Time: 8 min

Tape Source: Kennametal Corp.
Address:

Intended Level: Mid-level

An overview of Kennametals KC 910 grade inserts performance. Good examples of turning, threading, taper turning, insert drilling and boring on a Jones and Lamson turning center.

Subject Material: CAM / Machine Tool

Video Reviewer: J. Gondek

Tape Title: Kt150 inserts

Viewing Time: 10 min

Tape Source: Kennametal Corp.
Address:

Intended Level: Mid-level

Promotional video of the Kennametal Kt150 titanium carbide and titanium nitride coated inserts. A demonstration of carbon steel and stainless steel machining, comparing C-6 grade to KT-150 grade inserts.

Subject Material: CAM / Machine Tool

Video Reviewer: J. Gondek

Tape Title: Amborite Inserts

Viewing Time: 27 min

Tape Source: Kennametal Corp.
Address:

Intended Level: Mid-level

Illustrates different applications of Amborite inserts by Euorpean manufactures. Examples of many different types of manual and automated machine tools producing some extremly large parts.

Subject Material: CAM

Video Reviewer: J. Gondek

Tape Title: H-400 CNC Machine Center

Viewing Time: 13 min

Tape Source: Yamazaki Mazak Corp.
Address:

Intended Level: Mid-level

Promotional video of the Mazak H-400 CNC Machining center. Illustrates Machine features and capacities.

Subject Material: CAM

Video Reviewer: J. Gondek

Tape Title: Mazatrol FMS

Viewing Time: 16 min

Tape Source: Mazak Corp.
Address:

Intended Level: Mid-level

Example of a Mazak horizontial machining center with modular expansion capabilities. Illustrates some concepts behind Flexible Manufacturing systems by modular expansion example.

Subject Material: CAM

Video Reviewer: J. Gondek

Tape Title: Mazak Corp. Presentation

Viewing Time: 18 min

Tape Source: Mazak Corp.
Address: Elk Grove Il.

Intended Level: Mid-level

Mazak presentation giving examples of CNC machine tool building. Highlights of new developments and processing of CNC machine tools.

Subject Material: CAM Machine Tool

Video Reviewer: J. Gondek

Tape Title: Boring Update

Viewing Time: 11 min

Tape Source: GTE Valinite Corp.
Address: Troy Michigan

Intended Level: Mid-level

Examples of various boring tools on CNC and conventional machine tools including special purpose boring tools.

Subject Material: Machine Tool

Video Reviewer: J. Gondek

Tape Title: Chip Breakers

Viewing Time: 16 min

Tape Source: GTE Valenite Corp.
Address: Troy Michigan

Intended Level: Mid level

Illustrates the application of chip breakers in turning tools. Slow motion photography is used show the difference between positive rake and negative rake tooling performance at varying depths and speeds.

Subject Material: CAM

Video Reviewer: J. Gondek

Tape Title: Quick Turn 8

Viewing Time: 13 min

Tape Source: Yamazaki Mazak Corp.
Address:

Intended Level: Mid-level

Promotional video of Mazak's Quick Turn 8 CNC Turning center illustrating the features and capacities of the machine.

Subject Material: Machine Tool

Video Reviewer: J. Gondek

Tape Title: Deep Hole Drilling

Viewing Time: 8 min

Tape Source: GTE Valenite Corp.
Address: Troy Michigan

Intended Level: Mid-level

Example of deep hole drilling on a Nihon Yakin drill showing monitoring devices (horsepower, oil flow and feed load indicators).

Subject Material: CAM / Machine Tool

Video Reviewer: J. Gondek

Tape Title: Directions in Profit Power

Viewing Time: 13 min

Tape Source: GTE Valenite Corp.
Address: Troy Michigan

Intended Level: Mid-level

Brief history of tooling; compares H.S.S. tools, braised carbide and indexible insert tools. Illustrates chip breakers and positive /negative rake tools.

Subject Material: CAM / Machine Tool

Video Reviewer: J. Gondek

Tape Title: E Z Set tools

Viewing Time: 9 min

Tape Source: GTE Valenite Corp.
Address: Troy Michigan

Intended Level: Mid-level

Demonstration of Valenites E Z set boring system. Examples of GO-NOGO gaging, ridigity of set-up and E Z set make-up.

Subject Material: CAM / Machine Tool

Video Reviewer: J. Gondek

Tape Title: Machining Update

Viewing Time: 10 min

Tape Source: GTE Valenite corp.
Address: Troy Michigan

Intended Level: Mid-level

Examples of boring, milling insert and high speed steel tools. A three insert end mill and an insert hog mill also featured.

Subject Material: CAM

Video Reviewer: J. Gondek

Tape Title: OKK Machining Center

Viewing Time: 11 min

Tape Source: GTE Valenite Corp.
Address: Troy Michigan

Intended Level: Mid-level

GTE Valenite Corp. , Illustrating the application of face mills,end mills, center dex tools, H.S.S. drills and taps and Adjustable boring heads on an OKK vertical machining center.

Subject Material: CAM

Video Reviewer: J. Gondek

Tape Title: Automated Manufacturing Research Facility 1985

Viewing Time: 22 min

Tape Source: National Bureau of Standards
Address: Washington D.C.

Intended Level: High Tech

Illustrates the progress of the National Bureau of Standards, Automated Manufacturing Research Facility in 1985. Examples of robotics, CNC turning CNC machining, automated guide vehicals, vision systems and computer integration are shown.

Three tapes (1982, 1984, 1985) show advancements in concepts and applications of automated technology.

Subject Material: CAM

Video Reviewer: J. Gondek

Tape Title: IMTS86

Viewing Time: 11 min

Tape Source: GTE Valenite Corp.
Address: Troy Michigan

Intended Level: Mid-level

Valenite Corp. International Machine Tool Show 1986 , Examples of vertical CNC machining centers using slotting, plunging, insert drills insert ball nose mills and end mills.

Subject Material: CAM

Video Reviewer: J. Gondek

Tape Title: Automated Manufacturing Research Facility 1982

Viewing Time: 17 min

Tape Source: National Bureau of Standards
Address: Washington D.C.

Intended Level: High Tech

Illustrates the progress of the National Bureau of Standards, Automated Manufacturing Research Facility in 1982. Examples of robotics, CNC turning, CNC machining, automated guide vehicals, vision systems and computer integration are shown. Three tapes (1982, 1984, 1985) show advancements in concepts and applications of automated technology.

Subject Material: CAM

Video Reviewer: J. Gondek

Tape Title: Automated Manufacturing Research Facility 1984

Viewing Time: 12 min

Tape Source: National Bureau of Standards
Address: Washington D.C.

Intended Level: High Tech

Illustrates the progress of the National Bureau of Standards, Automated Manufacturing Research Facility in 1984. Examples of robotics, CNC turning CNC machining, automated guide vehicals, vision systems and computer integration are shown.

Three tapes (1982, 1984, 1985) show advancements in concepts and applications of automated technology.

Subject Material: Machine Tool

Video Reviewer: J. Gondek

Tape Title: History of Forgings, Forgings Explained

Viewing Time: 28 min

Tape Source: American Society of Forgings
Address:

Intended Level: No background

Illustrates the production of forgings from design stage to final production. Advantages and dis-advantages are compared to other forms of manufacturing. Processes covered are compression mills, upsetters, hammer mills, ring rolling mills, piercing and reducer rolling.

Subject Material: Metallurgy

Video Reviewer: J. Gondek

Tape Title: Applications of The Making Of Steel

Viewing Time: 26 min

Tape Source: Inland Steel Corp.
Address: East Chicago Ind.

Intended Level: No background

Illustrates the making of steel, covering the mining of iron ore and limestone, the forming of iron pellets, conversion of coal to coke. The blast furnace, open hearth, electric and BOF furnaces are shown and explained. The processing of continuous cast (both slab and billet), rolling mills and galvanizing are explained and illustrated. The production of sheet coils, bars, wire and I-beams are examined.

Subject Material: Fire Science

Video Reviewer: P. Sconzert

Tape Title: Partnerships Against Fire

Viewing Time: 270 min

Tape Source: EENET-Federal Emergency Management Agency
Address: National Emergency Training Center
Emmitsburg, MD. 21727
(written transcript available for $4.00)

Intended Level: Mid level

Original air date 6/22/88. Videoconference stressing the importance of building fire safety alliances among fire departments, public and private community organizations, and the nation's fire services. It encourages community and business organizations, volunteers, and citizens to support fire prevention programs at the local level.

Subject Material: Fire Science

Video Reviewer: P. Sconzert

Tape Title: Health Concerns in Chemical Emergencies
Viewing Time: 270 min

Tape Source: EENET-Federal Emergency Management Agency
Address: National Emergency Training Center
Emmitsburg, MD. 21727
(written transcript available for $4.00)

Intended Level: Mid level

Original air date 5/25/88. Videoconference shows the role of the public health department, emergency medical systems, and hospitals in chemical emergency responses and demonstrates the need for involvement of local health personnel in the emergency planning activities mandated by SARA Title III. Features include video footage of victim handling, ambulance preparation and hospital management as well as on-line use of the National Library of Medicine chemical data bases.

Subject Material: Fire Science

Video Reviewer: P. Sconzert

Tape Title: Emergency Management and Fire Service

Viewing Time: 90 min

Tape Source: EENET-Federal Emergency Management Agency
Address: National Emergency Training Center
Emmitsburg, MD. 21727
(written transcript available for $4.00)

Intended Level: Mid level

Original air date 6/8/88 Videoconference is a training video journal. It looks at various training films and case studies and disusses their use (including the crash of Delta 191 on Aug 2,1985 in Dallas/Ft. Worth) Other topics include evaluation of Alanta's emergency preparations and a new childrens fire education program.

Subject Material: Electronics

Video Reviewer: P. Sconzert

Tape Title: Set-Up and Use of Simpson 260 VOM

Viewing Time: 17 min

Tape Source: Elgin Community College
Address: 1700 Spartan Drive
Elgin, Il. 60123

Intended Level: No background

Shows the proper use of the Simpson 260 Volt-Ohm-Milliameter thru demonstrations of actual in-circuit current and voltage readings as well as resistance measurements. Accuracy of the various scale readings and circuit loading factors are also discussed.

Subject Material: Electronics

Video Reviewer: P. Sconzert

Tape Title: Introduction to Dual-Trace Oscilloscopes

Viewing Time: 25 min

Tape Source: Elgin Community College
Address: 1700 Spartan Drive
Elgin, Il. 60123

Intended Level: No background

Covers the basic setup procedures for using a Hitachi V-212 dual trace oscilloscope as well as a description of all controls. Shows front panel calibration routine and covers both standard test lead and 10X probe use.

Subject Material: Metallurgy

Video Reviewer: P. Sconzert

Tape Title: Structural Design With Aluminum

Viewing Time: 30 min

Tape Source: Aluminum Association, Inc.
Address: Washington D.C.

Phone: (202) 862-5100

Intended Level: Mid level

Shows where and why aluminum is used in structural applications and discusses factors that should be considered when designing aluminum structural elements, relating the differences between steel and design with aluminum. Fabrication and finishing practices are also reviewed.

Subject Material: Metallurgy

Video Reviewer: P. Sconzert

Tape Title: Aluminum-An Element of Change

Viewing Time: 21 min

Tape Source: Aluminum Association, Inc.
Address: Washington D.C.

Phone: (202) 862-5100

Intended Level: No background

Shows aluminum in all phases, from mining and refining to fabricating and recycling. Tape uses interviews with people who make and use aluminum in their everyday lives. It also features an student designed, all-aluminum automobile and includes descriptions of aluminum production processes, relating them to familiar products.

Subject Material: Electronics

Video Reviewer: P. Sconzert

Tape Title: Introduction to Digital Telephony

Viewing Time: 90 min

Tape Source: Elgin Community College
Address: 1700 Spartan Drive
Elgin, Il. 60123

Intended Level: Mid level

(Guest lecture by Dennis Tomlinson -Engineering Manager -Tellabs Corp.)

Covers the basics of digital telephony starting with the analog bandwidth of telephone conversations, then explaining how and why anolog voice is converted into a digital representation format. Discussed are digital time division, multiplexing and sampling rates necessary for accurate telephone transmission. Concludes with discussion on employment opportunties and includes a mock employment interview and ways interviews are handled.

Subject Material: Machine tool

Video Reviewer: P. Sconzert

Tape Title: Die Debuging

Viewing Time: 40 min

Tape Source: Molex Incorporated
Address: 2222 Wellington Court
Lisle, Il. 60532

Intended Level: Mid level

Shows background of possible solutions when punch and die problems are encountered. Basic background including identification of the component parts of a die set, slug expansion, and fractures. Other properties such as shear strength, angular clearances, cutting clearances and bending stresses are mentioned.

Subject Material: Machine tool

Video Reviewer: P. Sconzert

Tape Title: TM-40 Product Training

Viewing Time: 19 min

Tape Source: Molex Incorporated
Address: 2222 Wellington Court
Lisle, Il. 60532

Intended Level: Mid level

Shows the Molex TM-40 terminating press, its installation, set-up and adjustments. It provides a basic background on automated wire terminal crimping systems and features modular tooling to lower costs (about 1/3 of conventional dies).

Subject Material: Machine Tool

Video Reviewer: J. Gondek

Tape Title: Rake Angles

Viewing Time: 13 min

Tape Source: GTF Valenite Corporation
Address: Troy Michigan

Intended Level: Mid-level

Illustrates the advantages and disadvantages of positive and negative rake turning tools. Produced in slow motion photography, introduces Valenite's positive/negative rake insert.

Subject Material: Metallurgy

Video Reviewer: J. Gondek

Tape Title: Micro-cut

Viewing Time: 13 min

Tape Source:
Address:

Intended Level: High tech

Illustrates the phenomenon of chip shear thru micro photography. Produced in England, truning cuts of .003" are shown and magnified to produce a video image of .4 mm . Surface compression is also visable.

Subject Material: Mining

Video Reviewer: J. Gondek

Tape Title: Westward Coal

Viewing Time: 15 min

Tape Source: Wyoming Amay Coal Co.
Address: Wyoming

Intended Level: No background

Western U.S. mining of coal, illustrating community life, open pit mining, crushing and transporting of coal. The environmental impacts are addressed and land reclamation is illustrated.

Subject Material: CAM/Machine Tool

Video Reviewer: J. Gondek

Tape Title: SME Show

Viewing Time: 9 min

Tape Source: GTE Valenite Corp.
Address: Troy Michigan

Intended Level: Mid-level

Produced by GTE valenite Corp. at the 1987 SME show in Detroit Mi. Illustrations of insert changing on a face mill, flexible tooling systems, insert drills, modular tooling, data accumulators, sensing and special tooling are presented.

Subject Material: CAM

Video Reviewer: J. Gondek

Tape Title: FMS Milacron Manufacturing

Viewing Time: 21 min

Tape Source: Cincinatti Milacron Corp.
Address:

Intended Level: Mid-level

Overview of a flexible manufacturing system producing 17 ton military tank components. Includes some material handling, inspection and special tooling examples.